



# MASTER DIRECTIVES FILE

UNITED STATES MARINE CORPS  
III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
FPO AP 96606-5601

ForO P3880.1C  
2

29 OCT 2001

FORCE ORDER P3880.1C

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS  
MAP STORAGE FACILITY (MSF), OKINAWA, JAPAN

Ref: (a) MARFORPACO 3810.1  
(b) SECNAVINST 5510.36  
(c) MCO P5530.14  
(d) DOD Regulation 5200.1R  
(e) ALMAR 039/98  
(f) MARADMIN 344/00  
(g) DLA CATALOGS ([www.dscr.dla.mil/pc9/CATALOG.htm](http://www.dscr.dla.mil/pc9/CATALOG.htm))

Encl: (1) LOCATOR SHEET

1. Purpose. To publish instructions and promulgate guidance for the Marine Corps Map Storage Facility (MSF), in support of III Marine Expeditionary Force (MEF), Okinawa, Japan per references (a) through (g).

2. Cancellation. ForO P3880.1B.

3. Background. The Marine Corps Map Storage Facility, Okinawa, Japan was established to ensure the availability of Geospatial Information and Services (GI&S) Products for the support of III MEF units in the event of contingency operations.

4. Information. The Marine Corps MSF, Okinawa, Japan will remain under the administrative control of the Commanding

Officer, 3d Material Readiness Battalion (MRB), CG, 3d Force Service Support Group (FSSG). Operational control of the MSF will continue to reside with the CG, III Marine Expeditionary Force (AC/S, G-2).

5. Summary of Revision. This order contains a substantial number of changes from the previous order and must be completely reviewed.

6. Changes. Recommendations concerning the contents of the Standing Operating Procedures for the MSF, Okinawa, Japan, are invited. Recommendations should be forwarded to the Commanding General, III Marine Expeditionary Force (AC/S, G-2) via the appropriate chain of command.

7. Certification. Reviewed and approved this date.

  
D. C. O'BRIEN  
Chief of Staff

DISTRIBUTION: LISTS I/II

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CO, 3d MRB Bn

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS  
MAP STORAGE FACILITY (MSF), OKINAWA, JAPAN

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

GENERAL

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### CHAPTER 1

#### GENERAL

1000. BACKGROUND. The III MEF's MSF was established to provide III MEF units with, classified and unclassified, standard mapping products in a timely manner in support of a real world operation/crisis. All III Marine Expeditionary Force units and other activities may procure standard mapping products from the MSF in compliance with this directive.

1001. MISSION OF THE MSF. The primary mission of the MSF is to procure, maintain, and distribute to appropriate commands, when authorized by III MEF or higher Headquarters, the proper amount of maps and charts, (i.e., Contingency or Basic Load). The secondary mission of the MSF is to procure and maintain mapping products specified by the CG, III MEF.

1002. INFORMATION. The MSF is located at Camp Kinser, Okinawa, Japan, in building number 400, under the administrative control of 3d Material Readiness Battalion (MRB). The mailing address is as follows:

Commanding Officer

3d MRB 3d FSSG (Attn MSF, S-3)

UNIT 38423 BLDG 400

FPO AP 96604-8423

The MSF phone number is: DSN 637-2326

The MSF plain language address is: THIRD MATERIAL READINESS BN, (PASS TO S-3, PASS TO MSF). The recommended SSIC is 3140. The MSF hours of operation are normally Monday through Friday, 0730-1100 and 1300-1600. After hours and on weekends, MSF personnel may be contacted via 3d Material Readiness Battalion OOD, 637-2120/1498/3920. 3d Material Readiness Battalion S-3 phone number is 637-1708, or refer to the Okinawan Base phone book.

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## CHAPTER 2

### ORGANIZATION AND FUNCTIONS OF MSF

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### CHAPTER 2

#### ORGANIZATION AND FUNCTIONS OF MSF

2000. ORGANIZATION. The MSF is staffed by and is under the administrative control of CO, 3d MRB, CG 3d FSSG, but under the operational control of CG, III MEF (AC/S, G-2).

2001. FUNCTIONS. The functions of the MSF are threefold:

1. Procurement. To procure the GI&S products identified to support Operation Plans (OPLANS), Operation Plans in concept format (CONPLANS), Operation Orders (OPORDs), and such additional products as CG, III MEF directs.
2. Storage and Maintenance. To store and maintain these products, which consist of both unclassified and classified (up to and including SECRET) material.
3. Issue. To issue GI&S products in accordance with the Basic Load allowance and this SOP.

2002. RESPONSIBILITIES

1. III MEF

a. AC/S G-2

- (1) Provide direction concerning GI&S process and procedures maintained by the MSF personnel.
- (2) Ensure GI&S products are maintained to support III MEF requirements.
- (3) Coordinate with appropriate staff sections, and commands, to ensure proper delivery of GI&S products.
- (4) Responsible for holding annual inspections of the MSF in accordance with Appendix (A).

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(5) Keep MSF support personnel informed of all anticipated major changes to the MSF inventory, and ensure that valid recommended changes to reference (a) and other GI&S documents are submitted via the chain of command.

b. AC/S, G-4. Provide administrative support and guidance to MSF Support Personnel, to the MSF in accordance with references (e) and (f).

2. 3d FSSG. CG, 3d FSSG, ensure appropriate administrative support is provided to the MSF.

2003. PROCUREMENT OF MAPS BY MSF. Required mapping products will be ordered from the Defense Logistics Agency (DLA), via normal supply channels. 3d MRB will ensure that current DLA catalogs and GI&S publications are maintained and ensure that the MSF inventory is current and within the quantities specified by III MEF (AC/S G-2).

2004. PROCUREMENT OF MAPS BY AUTHORIZED CUSTOMERS. Procedures for requesting contingency map stocks are set forth in Chapter 3 and 4 of this order.

2005. MAINTENANCE AND STORAGE OF UNCLASSIFIED GI&S PRODUCTS. The MSF maintains and stocks the DLA products identified by III MEF G-2, and additional map related material as directed by CG, III MEF. The maintenance of these products entails the substitution of current editions of maps and charts received from DLA, and other activities, for outdated editions. Damaged or outdated map and chart series are disposed of upon receipt of replacement maps in accordance with instructions provided in Appendix (C).

1. Previously Requisitioned Products. When the maps and charts are received from DLA activities, they must be checked to ensure they are the products which were requisitioned. If not, they must be appropriately disposed of, in accordance with instructions provided in Appendix (C), and products reordered.

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2. Automatic Distribution (AD). AD is a DLA system that automatically provides the MSF with new coverage or new editions of existing coverage as material becomes available. MSF personnel must also check AD products to ensure they are the products specified by III MEF. When the MSF receives a new map/chart series, the outdated series will be handled as per reference (g) and Appendix (C).

3. Storage. Maps and charts will be stored at the MSF in accordance with the established locator system. Maps and charts will be stored in the plastic or cellophane wrapping in which they are received.

4. Receipt of Unfolded Maps. Unfolded maps and charts are sometimes received from DLA facilities. When this occurs, the maps/charts must be folded to the standard size to conform with bin storage requirements. Palletized or flat stock storage is not permitted. The receipt of unfolded products may be the result of a failure to specify the need for folded products on the requisition form to DLA. If a shipment of more than 1,000 unfolded sheets is received, 3d MRB will inform the III MEF (AC/S, G-2) for further action.

5. Inventory. MSF personnel will conduct a wall-to-wall annual inventory of the MSF. Results of this inventory will be reported to CG, III MEF (AC/S, G-2).

2006. DISTRIBUTION. Maps at the MSF will be issued, as directed, by the CG, III MEF (AC/S, G-2) or higher Headquarters. Chapters 3 and 4 of this order contain further guidance on distribution of mapping products by the MSF.

2007. TURN IN OF GI&S PRODUCTS. The MSF will not be used as a turn in point for maps that are no longer required. It is the responsibility of each command to dispose of GI&S products no longer required for operations, planning, or training.

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CHAPTER 3

ACTIVATION OF CONTINGENCY OR WAR RESERVE GI&S PRODUCTS  
AND DISSEMINATION PROCEDURES

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### CHAPTER 3

#### ACTIVATION OF CONTINGENCY OR BASIC LOAD GI&S PRODUCTS AND DISSEMINATION PROCEDURES

3000. GENERAL. The majority of GI&S products stored at the MSF are categorized as contingency or Basic Load products that would be made available to support an initial crisis or combat operation. The quantity of contingency stock maintained by the MSF is determined by the "building block" concept, developed by the III MEF G-2 in coordination with III MEF G-5. The MSF does not hold the 31st MEU map package. As indicated in reference (a), the MEU map package is stored and maintained by the MEU. The maps and charts contained in the Supplemental Lists are not for general issue; they are intended for contingency purposes only.

3001. PROCEDURES FOR ACTIVATION OF BASIC LOAD. Authorization from III MEF AC/S, G-2 is required to activate the Basic Load. Additionally, MAGTF Headquarters (MEB, MEU) requesting emergency GI&S support from III MEF will forward an immediate message using the format in Appendix (B) via the appropriate chain of command. III MEF AC/S, G-2 will always be notified of any receipt of an activation message or a request for an emergency issue of maps. After regular working hours, the III MEF Command Duty Officer (CDO) will be notified. III MEF CDO will immediately notify the 3d FSSG G-3 and the 3d MRB S-3 upon receipt of such a message. After regular working hours, the III MEF G-2 will direct the III MEF CDO to contact 3d FSSG CDO to conduct a recall on above mentioned positions.

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3002. ACTIVATION OF AIR CONTINGENCY MAGTF (ACM). During the activation of the ACM, 3d MRB along with the MSF, will be notified as soon as the warning order is published, and will have less than 24 hours to deliver GI&S products to K5 Right, Kadena AFB, or an area designated by III MEF AC/S, G-2 for the first increments of the ACM. Priority for GI&S products must be identified by the ACM S-2 to the III MEF AC/S, G-2. The III MEF AC/S, G-2 will in turn provide a deployment matrix identifying quantities, stock numbers for the remainder of the ACM increments, and transmit it via FAX to the MSF. Maps for follow on units will be issued to the ACM S-2 or assigned units for dissemination as guidance is provide by the ACM S-2.

3003. PROCEDURES FOR DEACTIVATION. Contingency map holders will not destroy or dispose of unused maps until III MEF AC/S, G-2 has provided disposition instructions.

3004. DISSEMINATION PROCEDURES. Any unit requesting GI&S products for the purpose of conducting unit planning will be responsible for the transportation of those products requested from the MSF. 3d FSSG will deliver the Basic Load to the requested Point of Departure.

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CHAPTER 4

DISTRIBUTION OF CRISIS PLANNING GI&S MATERIAL

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### CHAPTER 4

#### DISTRIBUTION OF TRAINING GI&S MATERIAL

4000. GENERAL. The MSF does not issue over the counter maps to any command. It is the responsibility of those commands to ensure that planning or exercise maps are requisitioned in advance through normal supply channels. Planning materials will be issued to commands when authorized by the III MEF AC/S, G-2, using the procedures in paragraph 4001.

4001. PROCEDURES FOR REQUISITIONING CRISIS PLANNING MAPS FROM THE MSF. A request for crisis planning material will be submitted by email, memorandum, or FAX to the III MEF G-2 OPS for validation. The requisition must contain at a minimum the following information:

1. UNIT ADDRESS
2. DODAAC ACCOUNT NUMBER
3. COMPLETE STOCK NUMBER, QUANTITY, SCALE
4. POINT OF CONTACT
5. REQUIRED DATE



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APPENDIX A

MSF INSPECTION CHECKLIST

Inspector: \_\_\_\_\_

Ready

Not  
Ready

Date: \_\_\_\_\_

OVERALL EVALUATION OF ADMINISTRATIVE  
AND OPERATIONAL READINESS

I. Personnel

II. Unclassified Warehouse Area of MSF

a. Directives, Reference  
Documents, and Administration

b. Adequacy of Map Coverage IAW  
III MEF Requirements

c. Map and Chart Procurement,  
Storage, and Locator System

III. Classified Vault Area of MSF

a. Directives, Reference  
Documents, and Administration

b. Adequacy of Map Coverage IAW  
III MEF Requirements

c. Map and Chart Procurements,  
Storage, Security Control, Locator  
System, and Emergency Destruction

IV. Emergency Recall of NCOIC of MSF

V. Professional Knowledge of SNCOIC of MSF and his Assistant

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In accordance with Chapter 2 of ForO P3880.1C, this Inspection will include visits to the MSF unclassified warehouse area and the MSF classified vault.

### I. PERSONNEL

A. The MSF strength is:

Duty Assigned Name <u>Rank/MOS</u>	Secret Access (Yes/No)	Assigned by T/O; TAD; Working Party; etc.	Working At MSF <u>As of</u>	<u>RTD</u>
---	------------------------------	---	-----------------------------------	------------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

B. What additional duties are assigned to the SNCOIC?  
(List)

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---

C. What additional duties are assigned to the Assistant  
NCOIC?

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D. Is either the SNCOIC or his assistant available at the  
MSF during posted working hours to insure the proper maintenance  
and operation of the MSF? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If not, explain.

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E. Do these duties interfere with proper operation of the MSF? If yes, explain.

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II. UNCLASSIFIED WAREHOUSE AREA OF MSF

A. DIRECTIVES, REFERENCE DOCUMENTS, AND ADMINISTRATION

1. Directives on hand. At a minimum, the MSF should hold the following directives:

	<u>Directive</u>	<u>Title</u>	<u>On Hand:</u> <u>Yes</u> <u>No</u>	<u>Corr.</u> <u>Action:</u>
a.	ForO P3880.1C	SOP for Map Storage Facility	___	___
b.	SECNAVINST 5510.36	Dept of the Navy Information Security Program Regulation	___	___
c.	MCO P5530.14	Marine Corps Physical Security Program Manual	___	___
d.	BNO 5510.10	Emergency action Plan for Map Storage Facility	___	___

2. Reference Documents on Hand. At a minimum, the MSF should hold the reference documents in accordance to ref D.

<u>On Hand:</u> <u>Yes</u> <u>No</u>	<u>Corr.</u> <u>Action:</u>
___	___

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### 3. Administration

a. Points of Contact. At a minimum, the SNCOIC of the MSF should have emergency phone numbers for the following DMA Distribution Centers and III MEF Points of Contact:

	Yes	No
NIMA (Marine Liaison)	___	___
DLA Office, Pacific, Hickam AFB, HI	___	___
G-2/Plans I&M, III MEF	___	___
III MEF Staff Duty Officer	___	___
AC/S G-2, 3d FSSG	___	___
S-3 3d MRB	___	___
K-5 Right	___	___

b. Usage Data. The SNCOIC of the MSF should keep records of customer usage to establish the reorder requirements to maintain stock levels.

(1) Contingency or Basic Load Allowance Stocks activated by directions from III MEF or higher headquarters: Yes\_\_\_ No\_\_\_ None Activated\_\_\_. If Yes, Date of Issue\_\_\_\_\_and Receiving Commands.

#### c. Administrative Files (General)

(1) Does the NCOIC keep neat orderly file of messages sent or received by MSF? Yes\_\_\_ No\_\_\_

(2) Does NCOIC keep neat orderly file copies of correspondence to and from higher commands? Yes\_\_\_ No\_\_\_.

(3) Have copies of messages and correspondence been provided to III MEF AC/S G-2, on a timely basis? Yes\_\_\_ No\_\_\_.

(4) Did SNCOIC coordinate each policy message/letter with III MEF AC/S G-2? Yes\_\_\_ No\_\_\_.

B. ADEQUACY OF MAP COVERAGE. Use of the following instructions will provide a spot-check, in detail, of the following questions:

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1. Does the MSF hold the map products in the specific sheet and quantity required by III MEF?
2. Does the MSF have accurate inventory records?
3. Does the MSF have an effective Locator System?
4. Do the editions of the maps on hand match those in the current DMA Catalogs?
5. If required map coverage was not on hand, did MSF place an order?
6. Does the AD List match the MSF holdings and the III MEF required holdings?

C. COVERAGE/QUANTITY OF MAP SHEETS. To determine whether the MSF has the correct coverage, the Inspecting Officer will select 10 percent of the MSF holdings. Then he will determine the actual quantity on hand by locating the maps and physically counting the number of copies. In this process, the Inspector must fill in columns 2, 3, 4, and 5, thereby satisfying the inspection requirements in the subparas 2, 3, and 4 below.

1. To determine whether the MSF holds the correct quantity of maps per sheet required by III MEF, the Inspecting Officer must first calculate the requirements, per each of the 20 sheets by using the Building Block sheet must be posted in Column 6 of the Comparison Sheet. (Calculations should be based on the requirements for 1 MEB and 1 ACM). The difference between Columns 5 and 6 comprise discrepancy column Number 8.

2. Accuracy of Inventory Records of MSF. Make a check of the inventory records of the MSF to determine the quantities of each of the map sheets which the MSF records show that they hold. Record the data in Column 2 of the comparison chart.

3. Effectiveness of Locator System at MSF. Using the same sample map sheets, check the location of each, as shown in locator records of the MSF and verify in Column 3 of the comparison chart.

4. Currency of Map Editions. Inspecting Officer will verify edition numbers of sample maps against current editions listed in most recent DLA Bulletins, and note result in column 7 of the comparison chart.

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5. Validation of AID List. Inspecting Officer will verify that the AD list quantities for each map sheet, match the required quantity calculated in the Building Block Matrix, and are then entered in Column 9 of the comparison chart.

6. Discrepancies. For all shortages of maps identified, use additional sheet if required.

### D. MAP AND CHART PROCUREMENT, STORAGE, AND LOCATOR SYSTEM

1. Procurement of Map Products from DLA. Based on the review conducted in para C above, provide general comments on the following:

a. Does the NCOIC of the MSF maintain a neat, orderly, adequate system for recording/documenting map products? Are the following management requirements met?

(1) On order. Yes\_\_\_ No\_\_\_

(2) Received. Yes\_\_\_ No\_\_\_

(3) Back-ordered Yes\_\_\_ No\_\_\_

### 2. Storage

a. Is warehouse adequate to protect maps from dust, water, humidity, rodent, and other deterioration damage? Yes\_\_\_ No\_\_\_.

b. Are unclassified maps provided adequate security protection from theft or pilferage? Yes\_\_\_ No\_\_\_.

3. Locator System. Does locator system allow speedy identification and location of Map Series/Sheets? Yes\_\_\_ No\_\_\_.

## III. CLASSIFIED VAULT AREA OF MSF

### A. DIRECTIVES, REFERENCE DOCUMENTS, AND ADMINISTRATION

1. Directives on Hand. Is following directive (MARFORPACO 3810.1) maintained. Yes\_\_\_ No\_\_\_.

2. Reference Documents on Hand. DLA CATALOGS ([www.dscr.dla.mil/pc9/CATALOG.htm](http://www.dscr.dla.mil/pc9/CATALOG.htm)) Yes\_\_\_ No\_\_\_.

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3. Administration. Access list for receipt of classified maps by authorized customers.

a. <u>Customer</u>	<u>Date of Access Letter:</u>	<u>Current?</u>	
		<u>Yes</u>	<u>No</u>
MCB Camp Butler	_____	_____	_____
3d FSSG	_____	_____	_____
III MEF	_____	_____	_____
1 <sup>st</sup> MAW	_____	_____	_____
3D MarDiv	_____	_____	_____

b. Visitor Control Log. Are all visitors required to sign a Visitor Control Log when granted access to MSF Classified Vault? Yes\_\_\_ No\_\_\_.

c. <u>Access List for Entrance to Vault</u>	<u>Command</u>	<u>Date of Access Letter</u>	<u>Current?</u>	
			<u>Yes</u>	<u>No</u>
	III MEF	_____	_____	_____
	3d FSSG	_____	_____	_____
	3d MRB	_____	_____	_____
	Officers by	_____	_____	_____
	Billet (para 2012)	_____	_____	_____

## d. Classified Files

(1) Does SNCOIC keep neat orderly files of classified messages sent or received by MSF? Yes\_\_\_ No\_\_\_.

(2) Does SNCOIC keep neat orderly files of classified correspondence to and from higher command, to include forwarding letters and AD List reviews? Yes\_\_\_ No\_\_\_.

(3) Have copies of messages and correspondence been provided to III MEF AC/S G-2, III MEF on a timely basis? Yes\_\_\_ No\_\_\_.

(4) Did NCOIC coordinate each message/letter with III MEF AC/S, G-2? Yes\_\_\_ No\_\_\_.

B. ADEQUACY OF MAP COVERAGE. Using the same procedures as followed for unclassified map storage in Section II of the checklist, fill in the Comparison Chart. Use at least 10 percent of the classified map products, (e.g., City Graphics, Combat Charts, or 1:50,000 coverage).

C. MAP AND CHART PROCUREMENT, SECURITY CONTROL, STORAGE AND LOCATOR SYSTEM. Based on the review conducted in para C above, provide general comments on the following:

1. Procurement of Classified Map Products from NIMA/DLA. Does the SNCOIC of the MSF maintain a neat, orderly, adequate system for recording/documenting map products?

a. On order. Yes\_\_\_ No\_\_\_.

b. Received/controlled. Yes\_\_\_ No\_\_\_.

c. Back-ordered by distribution point. Yes\_\_\_ No\_\_\_.

2. Classified Control System

a. Is document receipt system adequate?

b. Are classified documents immediately inventoried and placed in vault?

c. Are records of map products issued to customers adequate to provide full control and documentation? (e.g. Maps received, less maps issued, equals maps which should be on hand) Records of maps disseminated must include, at a minimum:

(1) Date issued. Yes\_\_\_ No\_\_\_.

(2) Unit to which issued. Yes\_\_\_ No\_\_\_.

(3) Full (payroll) signature of person receiving map products. Yes\_\_\_ No\_\_\_.

(4) Map series/sheets and quantities issued. Yes\_\_\_ No\_\_\_.

(5) Name of persons receiving maps should also be contained on the appropriate Authorized Customer Access Lists. Yes\_\_\_ No\_\_\_.

d. Are destruction records/burn reports neat and current? Yes\_\_\_ No\_\_\_.

e. Are they maintained for the correct amount of time as specified in SECNAVINST 5510.36? Yes\_\_\_ No\_\_\_.

f. Were proper security procedures followed for gaining access to vault? Yes\_\_\_ No\_\_\_.



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(1) SNCOIC worked combination lock on door without giving visitor/inspector and opportunity to see it. Yes\_\_\_  
No\_\_\_.

(2) Log-in procedures complied with. Yes\_\_\_ No\_\_\_.

(3) Access Roster checked/ID card shown. Yes\_\_\_ No\_\_\_.

(4) Vault properly secured upon exit from vault. Yes\_\_\_  
No\_\_\_.

3. Storage. Is classified material storage area (vault) adequate to protect maps from dust, water, humidity, rodent, and other damage? Yes\_\_\_ No\_\_\_.

4. Locator System. Does locator system allow speedy identification and location of Map Series/Sheets? Yes\_\_\_  
No\_\_\_.

### 5. Inventory

a. Are classified inventory lists on hand? Yes\_\_\_ No\_\_\_.

b. Are they maintained in an orderly manner? Yes\_\_\_  
No\_\_\_.

### 6. Emergency Destruction Plan

a. Is a copy of Emergency Destruction Plan readily available in vault? Yes\_\_\_ No\_\_\_.

b. Is the plan current? Yes\_\_\_ No\_\_\_.

c. Is it workable/realistic? Yes\_\_\_ No\_\_\_.

d. Are MSF personnel familiar with the plan? Yes\_\_\_  
No\_\_\_.

### 7. EMERGENCY RECALL OF SNCOIC OF MSF

a. Is an emergency recall roster maintained by the Duty Officer, 3d MRB, 3d FSSG, and the Command Duty Officer 3d FSSG? Physically, check to ensure data contained by both Duty Officers is current, and maintained in sufficient detail to allow recall. Yes\_\_\_ No\_\_\_.

b. Is data maintained on Assistant NCOIC of MSF as an alternate? Yes\_\_\_ No\_\_\_.

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c. Is S-3 3d MRB listed on the 3d FSSG Recall Roster as Responsible Officer for the MSF? Yes\_\_\_ No\_\_\_.

8. PROFFESIONAL KNOWLEDGE OF NCOIC OF MSF, AND ASSISTANT.

Given a geographic location/country name, demonstrate the ability to identify the correct corresponding Map Sheets/Series data for the following products from the map catalogs:

a. Sample Aeronautical products (e.g. ONC, TPC, GNC, JOG-A).

b. Sample Small Scale Topographical products (e.g., Special, Road Maps, JOG-G).

c. Sample Medium and Large Scale Topographical map products for a particular area (e.g., 1:50,000, City Maps, TACCTAS).

d. Classified Products (City maps, certain 1:50,000).

e. Given a sample emergency activation request, demonstrate the following capabilities:

(1) To determine the correct map sheet from the coded line items in the request.

(2) To determine, using the "building block matrix", the correct number of map sheets per series.

(3) To demonstrate knowledge of emergency procurement procedure for maps not held at MSF.

1	2	3	4	5	6
Line Item/Map Series Sheet # QTY O/H	Location Code as shown in MSF record:	Matches actual location:	QTY shown on Inv.	Actual QTY On hand:	QTY req by III MEF
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					
M.					
N.					
O.					
P.					
Q.					

Line Item/Map Series Sheet# QTY O/H	7 Edition Matches the newest Catalog Edition	8 Total # sheets O/H + over or -under req. (Discrepancies)	9 Quantity of Maps per sheet list current AD printout from DLA	10 Discrepancy on cols 6+8)	11 Resolution of cols 7+9 Maps on order and date of Rectification of AD
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					
M.					
N.					
O.					
P.					
Q.					

SOP MSF

BUILDING BLOCK MATRIX

(Map allowances required to be held at the MSF in accordance with CINCPACFLTINST S3140.2A)

Supplemental List: \_\_\_\_\_

Line Item: \_\_\_\_\_

Description:

---

(Series, Type of Map, and Country)

# of Building Blocks		# of Maps per Building Blocks	=	Total Maps to be held in MSF
<u>(A)</u>	X	<u>(B)</u>		<u>(C)</u>

HQ III MEF

HQ MarDiv

HQ MAW

HQ FSSG

HQ MEB

MAG

FIXED WING SQDN

HELO SQDN

MEU

ACT/BLT

TANK BN

TRACK VEH BN

HQ RECON BN

DIV SPT GRP

ARTY RGT

BN DIV

COMBAT ENG BN

MOTOR TRANSPORT BN

GRAND TOTAL: \_\_\_\_\_

SOP MSF

APPENDIX B

EXAMPLE MESSAGE FOR EMERGENCY SUPPLEMENTAL FOLIST ACTIVATION

FM: CTF SEVEN SIX//N2// (DEPLOYED UNIT)

TO: CTF SEVEN NINE//N2//

INFO: USCINPACFLT PEARL HARBOR HI//J21//

CONSEVENFLT//JJJ//

COMMARFORPAC//G2//

DMACSC PAC HICKAM HI//OPO//

HQ DLA FAIRFAX VA//PRS//

(CLASSIFIED: AS APPROPRIATE) //3140//

SUBJ: REQUEST FOR ACTIVATION OF BASIC LOAD

REF: A. MARFORPACO 3810.1

B. FORO P3880.1C

C. BN ORDER P3880.1

1. REQUEST FOR IMMEDIATE ISSUE OF BASIC LOAD LISTED IN PARAGRAPH 2 IAW REFS A, B, AND C TO SUPPORT A OPERATION (GIVE OPERATION NAME, COUNTRY NAME IS ONLY REQUIRED IF STOCK NUMBERS ARE NOT KNOWN).

2. STOCK NUMBERS QUANTITY.

3. PROPOSED PICKUP OR DELIVERY. (LIST PORT OR AIRFIELD)

4. POINTS OF CONTACT, DSN, SECURE FAX NUMBERS.

SOP MSF

APPENDIX C

DISPOSITION INSTRUCTION FOR OBSOLETE, CLASSIFIED, AND  
UNCLASSIFIED MAPS

1. OBSOLETE STOCK. All DLA produced or distributed maps and charts show edition numbers or effective dates (FLIP products) in the margin. The receipt of a product with superceded edition number constitutes authority for the immediate destruction of the previous edition (lower edition number). Current edition numbers are listed in Semi-annual Bulletin Digests.

2. DESTRUCTION

a. Classified Products. Classified products are to be destroyed in accordance with reference (b).

b. Unclassified Limited Distribution Products. Superseded Limited Distribution products must be pulped or shredded so that they cannot easily be reconstituted. Limited Distribution products, which are disposed of through the Defense Reutilization Marketing Office (DRMO), must meet conditions in accordance with reference (g) prior to, or as a condition of, sale.

c. Other Unclassified Products. Other unclassified products should be disposed of in an appropriate manner consistent with local policy.